

UNITED STATES DISTRICT COURT
DISTRICT OF NEW HAMPSHIRE

CJA 20 COMPLETE WORKBOOK
USER GUIDE



Tuesday, January 19, 2010

INTRODUCTION

The CJA 20 Complete Workbook is a Microsoft Excel Workbook that has been created to assist Attorneys in preparing their vouchers. The workbook will be updated on the US District Court, District of New Hampshire's website to reflect any rate changes that may occur.

The CJA 20 Complete Workbook is a Microsoft Excel Workbook that has been created to assist attorneys in preparing their CJA vouchers. The Workbook will be updated on the US District Court, District of New Hampshire's website to reflect any rate changes that may occur. The Workbook contains the CJA 20 voucher and related attachments in electronic format. It allows attorneys to enter their case information once and then auto-populates this information on the CJA voucher and all attachment pages. Once a rate period is selected and time data is entered in Worksheet A, B, C, or D, the CJA 20 Complete Workbook automatically calculates the cumulative hours and total amounts claimed in both the CJA 20 primary voucher and the attachment to the CJA 20 voucher. Hopefully this new Workbook will save our CJA Panel Attorneys time and assist them in correctly preparing their vouchers for payment and processing.

This User Guide was prepared to assist the CJA 20 Complete Workbook user through the process of preparing their voucher in this new format.

If you have any questions, difficulties or suggestions on the new format please contact Tia Hooper at (603) 225-1485 or by email tia_hooper@nhd.uscourts.gov

FILLING OUT YOUR CJA 20 VOUCHER USING THE CJA 20 COMPLETE WORKBOOK.

As a CJA Panel Member, when you are appointed to a case for CJA representation, a CJA 20 form will be docketed. You should download or print this document. You will use this form and submit it with other supporting documentation for the reimbursement of your time and expenses incurred during your representation ([see Appendix A for an example](#)). For additional guidance, see the [Guidelines for the Administration of the Criminal Justice Act and Related Statutes \(CJA Guidelines\), Volume VII, Guide to Judiciary Policies and Procedures](#), which is available for reference in the Clerk's office.

You can choose to use the CJA 20 Complete Workbook to assist in preparing your voucher or use the manual forms located at the United States District Court, District of New Hampshire's, [CJA Reference Manual web-site](#).

If you choose to use the CJA 20 Complete Workbook, download the most current version from the US District Court, District of New Hampshire webpage and save it to your desktop.

Once you have saved the workbook to your desktop you are ready to begin.

Getting around the CJA 20 Complete Workbook:

When you open the CJA 20 Complete Workbook, the first page that you will see will be a Table of Contents. The Table of Contents has been hyperlinked to all the pages in the workbook to make finding pages and entering information easier. By clicking on any of the items you will go directly to the workbook page that it references, or you can use the scroll bar to select the worksheet tabs that will appear in the bottom left of your workbook.

The image displays a screenshot of the CJA 20 Complete Workbook. The main window shows the 'TABLE OF CONTENTS' page, which includes the United States District Court logo and a list of hyperlinks for various worksheets. The worksheet tab bar at the bottom left shows several tabs, with 'TABLE OF CONTENTS' highlighted in red. An arrow points from the 'TABLE OF CONTENTS' tab to the corresponding section in the main window. Another arrow points to the scroll bar of the tab bar.

UNITED STATES DISTRICT COURT
DISTRICT OF NEW HAMPSHIRE
CJA-20 COMBINED WORKSHEET

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WHEN YOU SELECT A SHEET IT WILL HIGHLIGHT AND APPEAR IN THE SCREEN. WORKSHEETS THAT ARE AVAILABLE FOR VIEW WILL APPEAR SHADED

INFORMATION PAGE:

Your first step in using the CJA 20 Complete Workbook is to enter the Attorneys Name, Case Name, and Case Number on the information page. By entering the information on this

ATTORNEY'S NAME	ENTER INFORMATION	
CASE NUMBER	ENTER INFORMATION	EXAMPLE: 10-CR-00100-01-XX
CASE NAME	ENTER INFORMATION	EXAMPLE: USA V JOHN DOE

FILL IN ATTORNEY'S NAME,
CASE NUMBER, & CASE

page you will only have to enter it once. After you have entered the information, it will be carried over and throughout the CJA 20 Complete Workbook, and you are ready to move onto the next step

Please note if you have not entered the information required on this page, "ENTER INFORMATION" will appear in the upper right hand corner of all your workbook pages. *

CJA VOUCHER CALCULATION PAGE:

The original CJA 20 appointment voucher face sheet, which is sent to counsel at the onset of the case, should only be used to reflect the cumulative totals from all the attachments for all in-court and out-of-court service, travel, and other expenses incurred during the entire representation ([see Appendix A](#)). *Note: The CJA VOUCHER CALCULATION PAGE should not be used as a substitute.*

The “CJA VOUCHER CALCULATION PAGE” is where all of your CJA Attachments will be calculated. The data that appears in the yellow column is pulled from the CJA 20 Attachment(s), which are automatically calculated by the rate for the selected time period. If you have multiple Attachments, then each rate and time period selected for each attachment will be calculated against the total for each period and then added to the CJA VOUCHER CALCULATION PAGE. The totals appearing in the yellow column will reflect the grand total number of hours and amount of compensation that you then can copy over to the Original CJA 20 Form that you received at the time of your appointment.

CLAIM FOR SERVICES AND EXPENSES				FOR COURT USE ONLY			
CATEGORIES (Attach itemization of services with dates)	HOURS CLAIMED	TOTAL AMOUNT CLAIMED	MATH/TECH. ADJUSTED HOURS	MATH/TECH. ADJUSTED AMOUNT	ADDITIONAL REVIEW		
a. Arraignment and/or Plea	0.0						
b. Bail and Detention Hearings	0.0						
c. Motion Hearings	0.0						
d. Trial	0.0						
e. Sentencing Hearings	0.0						
f. Revocation Hearings	0.0						
g. Appeals Court	0.0						
h. Other (Specify on additional sheets)	0.0						
(RATE PER HOUR = \$) TOTALS:	0.0	\$0.00					
a. Interviews and Conferences	0.0						
b. Obtaining and reviewing records	0.0						
c. Legal research and brief writing	0.0						
d. Travel time	0.0						
e. Investigative and other work (Specify on additional sheets)	0.0						
(RATE PER HOUR = \$) TOTALS:	0.0	\$0.00					
17 Travel Expenses (lodging, parking, meals, mileage, etc.)		\$0.00					
18 Other Expenses (other than expert, transcripts, etc.)		\$0.00					
GRAND TOTALS (CLAIMED AND ADJUSTED):		\$0.00					
19. CERTIFICATION OF ATTORNEY/PAYEE FOR THE PERIOD OF SERVICE		20. APPOINTMENT TERMINATION DATE IF OTHER THAN CASE COMPLETION		21. CASE DISPOSITION			
22. CLAIM STATUS: <input type="checkbox"/> Final Payment <input type="checkbox"/> Interim Payment Number							
Have you previously applied to the court for compensation and/or reimbursement for this case? <input type="checkbox"/> YES <input type="checkbox"/> NO							

*** Please note that you will not be able to edit any of the information on this page. This page is only for reference and should not be submitted in substitution from your original paper work docketed in the case you were appointed to. ***

Reminder: Please check and verify your name and address that appears on the form. Once you have copied the totals from the Voucher Calculation Page don't forget to fill in the following sections of your voucher:

In Section 19, "Certification of Attorney/Payee for the Period of Service" you would type/write in the period from the date of the initial appointment through completion of the representation.

In Section 22, "Claim Status", indicate whether the voucher is (1) the final payment for the services, (2) an interim payment, or (3) a supplemental payment. If an interim payment, indicate the interim payment number. Complete the remaining portion of Item 22, and sign and date the affirmation statement before submitting the claim for court approval.

CJA ATTACHMENT(S) DIFFERENT HOURLY RATES

If you are requesting payment for service provided over a period of time that includes different hourly and/or mileage reimbursement rates, you will need to prepare an attachment to the original CJA 20 appointment voucher using a [USDCNH-59](#), Attachment to CJA 20 Voucher form (CJA Attachment) ([see Appendix B for example](#)). You must complete a separate form for each different rate period. This form has been copied into the CJA 20 COMPLETE WORKBOOK to assist you in preparing your voucher.

In all cases you should submit an attachment form covering all in-court and out-of-court service, travel and other expenses incurred at the reimbursement rates in effect at the time of the initial appointment.

If the representation spans one or more rate periods, you should submit a separate attachment form for each period of time that includes a different hourly and/or mileage reimbursement rate through completion of the representation.

For example, assume you were appointed on February 17, 2009, when the rates were \$100 for both in and out-of-court services with a mileage rate of \$.55 per mile, and your work on the case was completed on March 17, 2009. Note that this representation spans two separate rate periods (i.e. 2/17/09 to 3/10/09 and 3/11/09 to 3/17/09). Thus, you would prepare two separate attachments for each rate period and you would list the cumulative totals for both rate periods on the original CJA 20 appointment voucher face sheet.

To complete the CJA ATTACHMENT using the CJA 20 COMPLETE WORKBOOK, click on the CJA ATTACHMENT tab or select the Attachment by using the link in the Table of Contents. Once you have selected the worksheet, you will see the screen below.

Starting with the reimbursement rate in effect at the time of the initial appointment, select the time period for your attachment by (✓) clicking the box next to the period in the upper right hand corner of the attachment.

	A	B	C	D	E	F	G	H	I
1	ATTACHMENT #								
2	ATTACHMENT TO CJA VOUCHER								
3	FOR REIMBURSEMENT RATE PERIOD: CLICK THE BOX NEXT TO THE RATE PERIOD YOU WANT TO SELECT								
4	<input type="checkbox"/> 2/1/07 to 5/19/07 - \$92 BOTH IN & OUT/48.5 ¢ per mile					DATES OF SERVICE: 			
5	<input type="checkbox"/> 5/20/07 to 12/31/07 - \$94 BOTH IN & OUT/48.5 ¢ per mile					CASE NUMBER: ENTER INFORMATION			
6	<input checked="" type="checkbox"/> 1/1/08 to 3/18/08 - \$100 BOTH IN & OUT/48.5 ¢ per mile TRUE					CASE NAME: ENTER INFORMATION			
7	<input type="checkbox"/> 3/19/08 to 7/31/08 - \$100 BOTH IN & OUT/50.5 ¢ per mile					ATTORNEY ENTER INFORMATION			
8	<input type="checkbox"/> 8/1/08 to 1/31/09 - \$100 BOTH IN & OUT/58.5 ¢ per mile								
9	<input type="checkbox"/> 2/1/09 to 3/10/09 - \$100 BOTH IN & OUT/55 ¢ per mile								
10	<input type="checkbox"/> 3/11/09 to 12/31/09 - \$110 BOTH IN & OUT/55 ¢ per mile								
11	<input type="checkbox"/> 1/1/10 forward - \$125 BOTH IN & OUT/50 ¢ per mile								
12	RATES SELECTED	HOURLY RATE	\$100.00	MILEAGE RATE	\$0.49				
13									
14	IN-COURT TIME								
15					COURT USE ONLY				
16	Categories (Attach itemization of services with dates)	Hours Claimed	Total Amount Claimed	Math/Tech Adjusted Hours	Math/Tech Adjusted Amount	Add'l Review			
17	a. Arraignment and/or Plea	0	\$0.00						
18	b. Bail & Detention Hearings	0	\$0.00						
19	c. Motion Hearings	0	\$0.00						
20	d. Trial	0	\$0.00						
21	e. Sentencing Hearings	0	\$0.00						
22	f. Revocation Hearings	0	\$0.00						

You will notice that the information from the information page has automatically carried over in upper right-hand corner of the attachment sheet. However, you must indicate the specific dates of service covered within that rate period. To enter the information click on the yellow field provided and type in your dates of service.

You do not need to fill out anything else on this page, and may continue to the in-court, out-of-court, expense (non travel), travel expense, associate, or paralegal worksheets associated with the attachment. Any time increments claimed on the worksheets associated will automatically be calculated onto the CJA 20 Attachment and placed into the proper fields.

If the representation spans two or more rate periods, you will need to prepare and provide a separate attachment for each rate period.

There are (9) CJA ATTACHMENTS contained within the CJA 20 COMPLETE WORKBOOK, each ATTACHMENT is followed by a set of worksheets that are associated with that specific attachment. Whatever rate you select on the ATTACHMENT will be carried through the set of associated worksheets.

Example: If you check the box next to the time period: 3/19/08 to 7/31/08 - \$100 IN & OUT - mileage rate \$.50 1/2, \$100 will be the rate for your In-Court, Out-of-Court, and Associate Worksheets. While \$0.505 will be the rate that your mileage will be calculated. On your second attachment (*CJA ATTACHMENT (2)*) when you select the time period you are capturing the rates that were in effect at the time of service period, these rates are then carried through the associated worksheets (*In-Court (2)*, *Out-of Court (2)*, *etc.*).

Time and Rate Periods that will need separate Attachments:

1/1/06 to 1/31/07 - \$92 IN & OUT - mileage rate \$.445
2/1/07 to 5/19/07 - \$92 IN & OUT - mileage rate \$.485
5/20/07 to 12/31/07 - \$94 IN & OUT - mileage rate \$.485
1/1/08 to 3/18/08 - \$100 IN & OUT - mileage rate \$.485
3/19/08 to 7/31/08 - \$100 IN & OUT - mileage rate \$.505
8/1/08 to 1/31/09 - \$100 IN & OUT - mileage rate \$.585
2/1/09 to 3/10/09 - \$100 IN & OUT - mileage rate \$.55
3/11/09 to 12/31/09 - \$110 IN & OUT - mileage rate \$.55
1/1/10 to present (forward) - \$125 IN & OUT - mileage rate \$.50

To continue with with another rate period just scroll over to the next Attachment Tab at the bottom of the workbook or return to the CJA 20 Complete Workbook, Table of Contents and click the next CJA 20 Attachment link.

THE WORKSHEETS

To get to the IN-COURT, OUT-OF-COURT, EXPENSE (NON-TRAVEL), TRAVEL, ASSOCIATE, AND PARALEGAL WORKSHEETS you can use the hyper-links in the Table of Contents or use the scrollbar to move to the worksheets following the CJA 20 ATTACHMENT. These worksheets will be associated with the CJA time period that you have selected on the attachment. The rates selected according to the period chosen will be calculated on the worksheets and multiplied by the total amount of time claimed, the totals will then be forwarded onto the Attachment to calculate total amount for compensation . Once you have selected a Worksheet associated with a(n) Attachment you will notice that the Case Number has been automatically filled in for you, from when you entered it on the INFORMATION PAGE.

	A	B	C	D	E	F	G	H	I
1	ATTACHMENT #								
2	ATTACHMENT TO CJA VOUCHER								
3	FOR REIMBURSEMENT RATE PERIOD:								
4	CLICK THE BOX NEXT TO THE RATE PERIOD YOU WANT TO SELECT								
5	<input type="checkbox"/>	2/1/07 to 5/19/07 - \$92 BOTH IN & OUT/48.5 ¢ per mile							
6	<input type="checkbox"/>	5/20/07 to 12/31/07 - \$94 BOTH IN & OUT/48.5 ¢ per mile							
7	<input type="checkbox"/>	1/1/08 to 3/18/08 - \$100 BOTH IN & OUT/48.5 ¢ per mile							
8	<input type="checkbox"/>	3/19/08 to 7/31/08 - \$100 BOTH IN & OUT/50.5 ¢ per mile							
9	<input type="checkbox"/>	8/1/08 to 1/31/09 - \$100 BOTH IN & OUT/58.5 ¢ per mile							
10	<input type="checkbox"/>	2/1/09 to 3/10/09 - \$100 BOTH IN & OUT/55 ¢ per mile							
11	<input type="checkbox"/>	3/11/09 to 12/31/09 - \$110 BOTH IN & OUT/55 ¢ per mile							
12	<input type="checkbox"/>	1/1/10 forward - \$125 BOTH IN & OUT/50 ¢ per mile							
13	RATES SELECTED	HOURLY RATE	FALSE	MILEAGE RATE	FALSE				
14	IN-COURT TIME								
15				COURT USE ONLY					
16	Categories (Attach itemization of services with dates)	Hours Claimed	Total Amount Claimed	Math/Tech Adjusted Hours	Math/Tech Adjusted Amount	Add'l Review			
17	a. Arraignment and/or Plea	0	\$0.00						
18	b. Bail & Detention Hearings	0	\$0.00						
19	c. Motion Hearings	0	\$0.00						
20	d. Trial	0	\$0.00						
21	e. Sentencing Hearings	0	\$0.00						
22	f. Revocation Hearings	0	\$0.00						
Export Summary ENTER INFORMATION CJA VOUCHER CALCULATION PG CJA ATTACHMENT IN ()									

IN-COURT WORKSHEET

To fill in the Excel form just click on a cell below the headings. You will notice some cells cannot be modified. However, you can fill in the columns under the Headings as you would filling out a manual form. Enter the date and type a brief description of the services provided, and enter the value of time under the associated heading. You will notice as you enter time intervals associated with the description of service, the totals are being calculated for you at the bottom of the page. These totals are then being multiplied against the rate that you have chosen on the CJA Attachment form by checking the box. The totals at the bottom of the page are also being filled in on the CJA Form and on the CJA CALCULATION PAGE.

	A	B	C	D	E	F	G	H	
1									ATTACHMENT #
2	US DISTRICT COURT								
3	CJA IN-COURT HOURLY WORKSHEET								CASE NUMBER: 00-cr-123-01-XX
4									
5	Date	Brief Description of Service Provided	Arraignment and/or Plea	Bail & Detention Hearings	Motion Hearings	Trial	Sentencing Hearings	Revocation Hearings	Oth
6	1/1/2010	Sentencing Hearing					0.5		
7									
8									
9									
10									
11									
12									
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23									
24									
25									
26									

Page 1

CJA VOUCHER CALCULATION PG CJA ATTACHMENT **IN COURT WORKSHEET** OUT OF COURT E

26									
27									
28									
29									
30									
31									
32		Page Total	0	0	0	0	0.5	0	0
33		TOTAL(S)	0	0	0	0	0.5	0	0
34	USDCNH-56B (12-99)(Previous Editions Obsolete)								

IN-COURT TIME

This is the time you are actually talking with a judicial officer. This may be in a courtroom, in chambers, or even by telephone. While the counsel voucher lists the more common occurrences such as arraignments, motion hearings, and trial, remember that pretrial conferences, status conferences, or telephone conferences with the judge also qualify as in-court time.

In-court time may also be claimed for those occasions when counsel's presence at the courthouse is required. The rule of thumb is that if counsel is required to be here and cannot be at the office, the in-court rate will apply. If a hearing is scheduled for 9 a.m. and counsel reports for that time but the hearing does not start till 9:30 a.m., that half hour spent waiting for the proceeding may be counted as in-court time. An example of text to use regarding a delay-related claim is listed on the sample in-court worksheet. If, however, counsel requests a continuance to 10 a.m. to confer with his/her client, that is not in-court time. What we are trying to allow is fair compensation for those occasions when court is delayed due to circumstances not of counsel's making.

Also, during trial or full-day hearings, counsel may also claim in-court time from the start of the proceeding until adjournment each day of the trial. We allow this because we know that during these times, even when the court breaks for lunch or recess, counsel typically will continue to work on the case in some fashion. Again, an example of text to use regarding a trial-related claim is listed on the sample in-court worksheet.

OUT-OF-COURT WORKSHEET

Complete this worksheet according to the instructions above for in-court time, the applicable out-of-court hourly rate of compensation will automatically be multiplied against the totals calculated on this page and will be filled in on the CJA ATTACHMENT and will be added onto the CALCULATION PAGE.

To fill in the Excel form just click on a cell below the headings. You will notice some cells cannot be modified. However, you can fill in the columns under the Headings as you would filling out a manual form. Enter the date and type a brief description of the services provided, and enter the value of time ([see Appendix C](#)) under the associated heading.

ATTACHMENT #						
US DISTRICT COURT						
CASE NUMBER: 00-cr-123-01-XX						
CJA OUT-OF-COURT HOURLY WORKSHEET						
Date	Brief Description of Services Provided	Interviews, Conferences	Obtain, Review Records	Draft Pleadings, Legal Research, Brief Writing	Travel Time	Investigative, Other - e.g., letters
1/3/2010	Interview with Client @ Strafford CTY DOC	1.5				
1/3/2010	TRAVEL from Manchester-Strafford CTY DOC				0.8	
1/3/2010	TRAVEL to Strafford CTY DOC to Manchester				0.8	

You will notice as you enter time intervals associated with the description of service, the page is calculating them for you at the bottom of the page. These totals are then being multiplied against the rate that you have chosen on the CJA Attachment form by checking the box. The totals at the bottom of the page are also being filled in on the CJA ATTACHMENT FORM and on the CJA CALCULATION PAGE.

REMINDER

Time preparing vouchers cannot be claimed.

NOTE: The "FOR COURT USE ONLY" column will reflect any mathematical or technical adjustments to the claim during the judicial approval process or changes during a required additional review of the chief judge of the court of appeals (or delegate).

EXPENSE (NON-TRAVEL) WORKSHEET

Itemize all reimbursable out-of-pocket expenses incidental to representation for the time period indicated on the CJA ATTACHMENT. Provide dates and a brief description of the expense in the columns below the headings by clicking in the cell beneath it.

	A	B	C	D	E	F	G	H	I	J	K
1	US District Court - New Hampshire						ATTACHMENT #				
2	Expense (Non-Travel) Worksheet										
3							CASE NUMBER:		00-cr-123-01-XX		
4	Receipts are required for all non-travel expenses more than \$50.00 and encouraged for expenses less than \$50.00. Reimbursement will be disallowed for expenses that are not itemized or for which insufficient documentation is provided.										
5											
6	Date	Brief Description of Services	Postage & Delivery	In House Copies		ENTER THE CHARGE PER PAGE HERE		Telephone Charges	Other		
7				Charge Per Page: \$	0						
8				Pgs.	Amt.	Pgs.	Amt.				
9					\$0.00						
10				Pgs.	Amt.	Pgs.	Amt.				
11					\$0.00						
12				Pgs.	Amt.	Pgs.	Amt.				
13					\$0.00						
14				Pgs.	Amt.	Pgs.	Amt.				
15					\$0.00						

This worksheet allows you to enter the cost of Postage & Delivery, Telephone Charges, and Other miscellaneous expenses you might have incurred. It also enables you to enter in the rate for each page copied in your office. Once you have entered the rate for your in house copies (example: \$0.10) just click in the box below the text "Pgs." in the row associated with the description and enter the number of pages copied. Once you have completed this cost will be automatically calculated for you. In addition, you can enter Outside Copying charges, by entering the number of pages copied and the total cost incurred. Down at the bottom of the page you will notice that as you enter your expenses, your total is being automatically calculated for you. This total is also being automatically transferred to the CJA 20 ATTACHMENT and is being added to the CALCULATION PAGE.

Reminder:

Submit supporting documentation (receipts, canceled checks, etc.) for single item expenses in excess of \$50.

FOR MORE INFORMATION ON WHAT CAN BE REIMBURSED SEE [ATTACHMENT D](#)

TRAVEL WORKSHEET

This worksheet should be completed for your Travel related expenses that are incidental to the representation (e.g., transportation, parking, bridge, road and tunnel tolls, etc.). These expense must be itemized on this worksheet, indicating dates the expense was incurred. Attach supporting documentation (receipts, canceled checks, etc.) for all travel expenses.

Travel expenses by privately owned automobile, motorcycle, or aircraft should be claimed at the rate in effect for federal employees at the time of travel. By selecting the time period on the CJA ATTACHMENT associated with the travel worksheet, your mileage rate in effect at the time of travel will automatically be filled in for you.

US District Court - New Hampshire				CASE NUMBER: 00-cr-123-01-XX			
Travel Expense Worksheet							
With the exception of tolls, tips, and mileage calculations, receipts are required for all travel expenses as well as all subsistence expenses. Attach copies of all receipts, travel itineraries, schedules, tickets and all funding and/or travel authorization orders. Credit card receipts and billings are not acceptable.				All overnight and all travel by air, bus, or train must have judicial approval. Since the amount allowable is dependant upon place of travel, consult with Clerk's Office CJA Coordinator for specific diem rate or go to www.fedtravel.com			
Date	DESCRIPTION	Privately Owned Vehicle (RT mileage only)	Mileage Rate in Effect at Time of Travel	Mileage Reimbursement Amount (Total RT x Rate)	Tolls / Parking / Public Trans.	Other	Daily Totals
1/2/2010	RT Manchester to Strafford Cty DOC	50	0.485	24.25			24.25
			0.485	0.00			0
			0.485	0.00			0
			0.485	0.00			0
			0.485	0.00			0

As you enter the number of miles that you have traveled per description and date indicated, the number of miles will be multiplied by this rate to calculate your reimbursement amount. At the bottom of the worksheet you will notice that the total number of miles traveled along with the total reimbursement amount are being calculated for you at the bottom of the sheet. The totals are also being carried forward and are being placed on the CJA ATTACHMENT and the total is also being added to the CALCULATION PAGE.

7			0.485	0.00			0
8			0.485	0.00			0
9			0.485	0.00			0
0			0.485	0.00			0
1			0.485	0.00			0
2			0.485	0.00			0
3			0.485	0.00			0
4	PAGE TOTALS	50		24.25	0	0	24.25
5	TOTAL(S)	50		24.25	0	0	24.25

TRAVEL EXPENSES

For overnight travel, reasonable expenses for lodging and meals will be reimbursed on an actual expense basis; per diem is not allowed. Counsel should be guided by prevailing limitations for travel and subsistence expenses of federal employees. The clerk of court can advise you of applicable rates and federal government travel regulations.

A panel attorney may not submit duplicate bills for the time spent in common on more than one CJA representation. For example, if an attorney is traveling to provide services for more than one person under the CJA, he or she may not bill the entire travel time and expenses on each payment claim. (When claims are prorated among vouchers, the supporting materials must cross reference the case.

See paragraph 2.24 of the Guidelines for the Administration of the Criminal Justice Act and Related Statutes, Volume 7, Guide to Judiciary Policies and Procedures (http://www.uscourts.gov/defenderservices/Section_A.cfm), and the instructions for items 3-6 of CJA Form 20 regarding when the proration of time is required.

- With respect to mileage expenses, the number of miles and the origination and destination of the travel must be submitted as part of the supporting documentation (see instruction 17 to CJA Form 20 for other information and documentation that is required for travel expenses).
- Attorneys should submit supporting documentation for other expenses such as receipts, canceled checks, or affidavits must be submitted for any single expense in excess of \$50

ASSOCIATE WORKSHEET

The Guide allows co-counsel only in exceptional circumstances, but it does permit a partner or associate of a CJA member to assist in a case. See *The Guide to Judiciary Policies and Procedures, Volume 7, Appointment of Counsel in Criminal Case, Chapter 2, Part B, Section 2.10 & 2.11* at www.uscourts.gov. A firm member, however, cannot participate to such an extent that he is effectively representing the client or is effectively co-counsel in the case. Additionally, unless the court appoints the partner or associate as co-counsel, they both cannot get paid for simultaneous court or trial appearances. Thus, a member of the firm can work on the case and appear on occasion for the appointed attorney, but he cannot take over the case or effectively work as co-counsel in the case. This result does not change if the partner or associate is a CJA member.

Each CJA ATTACHMENT includes an associated ASSOCIATE WORKSHEET that is calculated at the rate selected on the CJA ATTACHMENT. This worksheet is to be used to report all time (in-court and out-of-court) expended, in connection with the CJA appointment, by associated attorneys in the same firm for which compensation is claimed. The worksheet is divided into categories that coincide with the in-court and out-of-court categories on the CJA 20 appointment voucher for which the use of associates is authorized.

NOTE:

A separate worksheet must be prepared for each associate of the law firm performing services for which compensation is claimed.

To complete this worksheet follow the instructions above for in-court time. Enter the Associates Name in the field provided, the case number will automatically be filled in from the information you have entered into the INFORMATION PAGE. The applicable out-of-court hourly rate of compensation will automatically be calculated against the totals calculated on this page. The applicable out-of-court rate is chosen by selecting the Time Period on the CJA 20 ATTACHMENT associated with the worksheet and this rate is then automatically calculated against the totals on the worksheet, and is filled in on the CJA ATTACHMENT and is added onto the CALCULATION PAGE.

	A	B	C	D	F	G	H	I	J	K	L	M
1												
2		US DISTRICT COURT- NEW HAMPSHIRE				CASE NUMBER:	Enter Information Here					
3		CJA ASSOCIATE WORKSHEET										
4		ASSOCIATES NAME	ENTER ASSOCIATES NAME HERE									
5												
6		In-Court					Out-of-Court					
7	Date	Brief Description of Services	Motion Hearing	Other	Investigative	Obtaining / Reviewing Records	Legal Research & Brief Writing	Travel Time	Other			
8												
9												
10												
11												

To fill in the ASSOCIATE Excel Worksheet just click on a cell below the headings. You will notice some cells cannot be modified. However, you can fill in the columns under the Headings as you would filing out a manual form. Enter the date and type a brief description of the services provided, and enter the value of time (see *Appendix C*) under the associated heading.

As you enter time under the In-Court and Out-of Court fields associated with the description of service, the total is being automatically calculated for you at the bottom of the page. These totals are then being calculated against the rate associated with the time period selected on the CJA ATTACHMENT that you have chosen. The totals at the bottom of the page are then automatically being added to the appropriate claims for service categories on the CJA ATTACHMENT FORM and on the CJA CALCULATION PAGE.

REMINDER:

Attach copies of all pre-authorization orders

*** **FOR MORE INFORMATION ON ASSOCIATES PLEASE SEE [ATTACHMENT E](#)*****

PARALEGAL WORKSHEET

Each CJA ATTACHMENT in the CJA 20 COMPLETE WORKBOOK has an associated PARALEGAL WORKSHEET.

Effective with vouchers submitted on or after May 6, 2009, in-house (on your office staff) paralegal services should be claimed on a CJA 20, Appointment of and Authority to Pay Court-Appointed Counsel or CJA 30, Death Penalty Proceedings: Appointment and Authority to Pay Court-Appointed Counsel.

Independent paralegal services should be submitted separately on a CJA Form 21, Authorization and Voucher of Expert and Other Services or CJA 31, Death Penalty Proceedings: Ex Parte Request for Authorization and Voucher for Expert and Other Services.

The PARALEGAL WORKSHEET should be used to report all time expended by a paralegal in connection with the appointment for which compensation is claimed.

To complete the form, enter the Name of the Paralegal in the designated field. You will then have to enter two rates at the top of the worksheet, (1) *indicate the typical hourly rate charged by your firm for paralegal services to a fee-paying client*; (2) *Enter the CJA Compensation Rate that you are requesting for paralegal services in this CJA representation*.

	A	B	C	D	E	F	G	H
1						ATTACHMENT #		
2		US DISTRICT COURT						
3		CJA PARALEGAL WORKSHEET				CASE NUMBER:	Enter Information Here	
4		PARALEGAL'S NAME	ENTER NAME HERE					
5		RATE: Indicate the typical hourly rate charged by your firm for paralegal services to a fee-paying client: \$			0	ENTER RATE IN CELL TO THE LEFT		
6		ENTER CJA RATE YOU CHARGING FOR THIS VOUCHER			0	ENTER RATE IN CELL TO THE LEFT		
7		Date	Brief Description of Services Provided	Interviews, Conferences	Obtain, Review Records	Draft Pleadings, Legal Research, Brief Writing	Travel Time	OTHER
8								
9								
10								
11								
12								

Continue to complete this page according to the instructions above for the ASSOCIATES worksheet. Just like the other forms the time intervals entered will be automatically calculated for you, and the time for the Paralegal will be multiplied by the CJA Rate you are charging per hour, that you have entered at the top of the page. The total expense will then automatically be added to the CJA ATTACHMENT associated with the worksheet and will be added to the CALCULATION PAGE.

FOR MORE INFORMATION SEE [ATTACHMENT F](#)

CJA 20 AUTHORIZATION AND VOUCHER FOR PAYMENT.

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APPENDIX B:

CJA ATTACHMENT FORM

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ATTACHMENT TO CJA 20 VOUCHER					
FOR REIMBURSEMENT RATE PERIOD: (Attach a separate sheet for each rate period) <input type="checkbox"/> 2/1/07 to 5/18/07 - \$82 BOTH IN & OUT/48.5 ¢ per mile <input type="checkbox"/> 5/20/07 to 12/31/07 - \$94 BOTH IN & OUT/48.5 ¢ per mile <input type="checkbox"/> 1/1/08 to 3/18/08 - \$100 BOTH IN & OUT/48.5 ¢ per mile <input type="checkbox"/> 3/18/08 to 7/31/08 - \$100 BOTH IN & OUT/60.5 ¢ per mile <input type="checkbox"/> 8/1/08 to 1/31/09 - \$100 BOTH IN & OUT/68.5 ¢ per mile <input type="checkbox"/> 2/1/09 to 3/10/09 - \$100 BOTH IN & OUT/55 ¢ per mile <input type="checkbox"/> 3/11/09 to 12/31/09 - \$110 BOTH IN & OUT/55 ¢ per mile <input type="checkbox"/> 1/1/10 forward - \$125 BOTH IN & OUT/60 ¢ per mile			DATES OF SERVICE: _____ CASE NUMBER: _____ CASE NAME: _____ ATTORNEY: _____		
IN-COURT TIME					
			COURT USE ONLY		
Categories (Attach itemization of services with dates)	Hours Claimed	Total Amount Claimed	Math/Tech Adjusted Hours	Math/Tech Adjusted Amount	Add'l Review
a. Arraignment and/or Plea					
b. Bail & Detention Hearings					
c. Motion Hearings					
d. Trial					
e. Sentencing Hearings					
f. Revocation Hearings					
g. Appeals Court					
h. Other (Specify on additional sheets)					
RATE PER HOUR: TOTALS:					
<input type="checkbox"/> \$84 or <input type="checkbox"/> \$100 or <input type="checkbox"/> \$110 or <input type="checkbox"/> \$125					
↑ Include this amount in the GRAND TOTAL below					
OUT-OF-COURT TIME					
			COURT USE ONLY		
Categories (Attach itemization of services with dates)	Hours Claimed	Total Amount Claimed	Math/Tech Adjusted Hours	Math/Tech Adjusted Amount	Add'l Review
a. Interviews & Conferences					
b. Obtaining & reviewing records					
c. Legal research and brief writing					
d. Travel Time					
e. Investigative & other work (specify on additional sheets)					
RATE PER HOUR: TOTALS:					
<input type="checkbox"/> \$84 or <input type="checkbox"/> \$100 or <input type="checkbox"/> \$110 or <input type="checkbox"/> \$125					
↑ Include this amount in the GRAND TOTAL below					
TRAVEL EXPENSES (Mileage Rate: ¢)		Amount Claimed: \$	Include this amount in the GRAND TOTAL below		
OTHER EXPENSES		Amount Claimed: \$	Include this amount in the GRAND TOTAL below		
GRAND TOTAL THIS TIME PERIOD: \$					
USDCNH-59 (rev. 1/10)(previous editions obsolete)					

APPENDIX C: COMPUTING TIME VALUES FOR IN-COURT TIME

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COMPUTING IN-COURT TIME

ARRAIGNMENT SCHEDULED BY NOTICE FOR 9 AM	
Attorney Does arrives for arraignment at 8:45 a.m. Arraignment commences at 9 a.m. Arraignment concludes at 9:10 a.m.	
CLAIM .2	10 minutes for arraignment .1 = 6 minutes, .2 = 12 minutes. .2 is closest because we round UP

MOTION HEARING SCHEDULED BY NOTICE FOR 10 AM	
Attorney Doe arrives for motion hearing at 10 a.m. Motion hearing delayed and finally commences at 10:30 a.m. Motion hearing concludes at 11:30 a.m.	
CLAIM 1.5	30 minutes or .5 for 10-10:30 a.m. required to be here 60 minutes or 1.0 for the actual hearing

TRIAL SCHEDULED: JURY SELECTION AT 9:30 AM, EVIDENCE TO FOLLOW	
Attorney Doe arrives early for trial at 9 a.m. to meet with client Jury selection set for 9:30 a.m. Jury selection delayed and finally commences at 10:30 a.m. Jury selection concludes at noon Court recesses at noon Evidence commences at 1:30 p.m. Trial concludes for the day at 4:30 p.m.	
CLAIM 7 hrs	7 hours for in-court time (.5 (30 minutes) out-of-court time, meeting with client)

APPENDIX D:

EXPENSES GUIDELINES (Non-Travel)

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Reimbursable out-of-pocket expenses incurred in connection with CJA representation may be claimed on the CJA 20 or CJA 30 voucher. Compensation for necessary and reasonable expenses is in addition to the statutory fee maximum.

Supporting Documentation

(a). Itemization/Documentation

All expenses should be itemized and documented by supplying copies of receipts, invoices, and office records that verify costs incurred. Receipts are required for all expenses more than \$50.00 and *encouraged* for all expenses less than \$50.00.

Notwithstanding this policy, receipts are always required for the following non-travel expenses:

- Outside copying regardless of the amounts;
- Premium delivery and messenger/courier services. e.g. FED EX, UPS, etc.

Reimbursement will be disallowed for expenses that are not itemized or for which insufficient documentation is provided.

(b). Submission of Receipts

Legible copies of receipts are to be attached to or copied onto white 8½" x 11" paper in chronological order as itemized on the worksheet.

REIMBURSABLE EXPENSES

Computer-Assisted Legal Research

[See CJA Reference Manual, Computer-Assisted Legal Research, Section No. 10\(c\).](#)

Paralegals

See [CJA Reference Manual, Paralegal Services, Section No. 8.](#)

Photocopying

Copy jobs of \$500 or more require prior court approval per copy job.

(a). In-House

All in-house copying done in the attorney's office regardless of the number of copies made per copy job per case.

(b). Outside Services

Copies made outside the appointed attorney's office will be reimbursed at a rate negotiated by the attorney and supported by a copy of the invoice from the copy company.

Postage & Delivery

(a). U.S. Mail

Reimbursement will be made for the actual cost of case-related regular U.S. postage. Receipts are only required if postage cost exceeds \$50.00 per instance.

(b). Messenger/Couriers/Express Delivery Services

The use of messengers, couriers, and express delivery services, e.g. Federal Express, Airborne Express, etc. is discouraged unless there is a genuine necessity for this service. The court favors timely filing by mail or by ECF. In cases in which an outside messenger or courier service is used, receipts must be attached.

Telephone

Toll and long-distance charges for out-going case-related facsimiles and telephone calls and collect toll calls accepted from incarcerated clients are reimbursable; local charges are not. Telephone charges must be supported by a marked-up copy of the telephone bill.

OTHER TYPES OF REIMBURSABLE EXPENSES

Commercial Computer-Assisted Legal Research

See [CJA Reference Manual, Commercial Computer-Assisted Legal Research, Section No. 10 \(d\)](#).

Computer Hardware and Software

See [CJA Reference Manual, Computer Hardware and Software, Section No. 10\(a\)](#).

State Court/Other Ancillary Matters

Work related to state court proceedings or other ancillary matters will not be compensated unless the attorney obtains prior authorization from the court.

NON-REIMBURSABLE EXPENSES

The following are NOT reimbursable under the CJA:

- General office overhead, e.g. secretarial help (whether regularly or specially employed), rent, office supplies or equipment telephone lines or service (although telephone toll calls are reimbursable).

Attorneys will not be compensated for secretarial duties, e.g. filing of court documents, mailing, faxing, copying, etc.
- Books, journals or other publications.
- Billing for time needed to prepare or litigate vouchers.
- Taxes paid on attorney compensation received pursuant to the CJA, whether based on income, sales or gross receipts.
- The cost of *printing* briefs is not reimbursable, although the cost of photocopying or similar copying services is reimbursable.
- Filing fees: These fees are waived for persons proceeding under the CJA.

- Personal items and services for the client, *e.g.* cleaning or pick up or delivery of clothing or personal items, hair cuts, cigarettes, transportation, lodging, travel, meals, costs of assisting the defendant in the disposition of the defendant's personal property, arranging for placement of minor children of the defendant, providing legal assistance in matters unrelated to the litigation of the case although incidental to the defendant's arrest, *etc.* Payments by the appointed attorney for such items will not be reimbursed.
- Alcoholic beverages.
- Costs related to educational seminars, including travel, attendance, registration or materials.
- Time and expenses involved in the preparation of an appeal (whether from interlocutory orders or final judgments) or work related to the review of proceedings before this court. These are considered as applicable to the case before the United States Court of Appeals, and should be included on the voucher for services performed in that court.

ATTACHMENT E:

ASSOCIATE GUIDANCE

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PARTNER/ASSOCIATE

The Guide allows co-counsel only in exceptional circumstances, but it does permit a partner or associate of a CJA member to assist in a case. See [The Guide to Judiciary Policies and Procedures, Volume 7, Appointment of Counsel in Criminal Case, Chapter 2, Part B, Section 2.10 & 2.11](#) at www.uscourts.gov. A firm member, however, cannot participate to such an extent that he is effectively representing the client or is effectively co-counsel in the case. Additionally, unless the court appoints the partner or associate as co-counsel, they both cannot get paid for simultaneous court or trial appearances.¹ Thus, a member of the firm can work on the case and appear on occasion for the appointed attorney, but he cannot take over the case or effectively work as co-counsel in the case. This result does not change if the partner or associate is a CJA member.

When appointed counsel claims time for services furnished by a partner or associate, counsel must separately identify that person, the work performed, and time on separate worksheets.

The court has created USDCNH-114, Partner/Associate Worksheet, to be used to report all time (in-court and out-of-court) expended, in connection with the CJA appointment, by associated attorneys in the same firm for which compensation is claimed. This worksheet is available on our website at Case Processing / Frequently Used Forms / Criminal Forms / CJA 20 Partner/Associate Worksheet. The worksheet is

¹ In extremely difficult cases, the representing attorney may motion for the appointment of co-counsel. If a motion to appoint co-counsel is granted each attorney representing the individual defendant must submit a separate voucher to each receive maximum compensation allowed.

divided into categories that coincide with the in-court and out-of-court categories on the CJA 20 appointment voucher for which the use of the associates is authorized. A separate worksheet must be prepared for each associate of the law firm performing services for which compensation is claimed.

The hours claimed by the associate are not an expense of counsel and they do count toward the maximum case compensation limits.

There is only one appointed CJA attorney; the maximum hourly rate for associates' time is what the judge determines to be reasonable.

APPENDIX F:

PARALEGAL GUIDANCE

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PARALEGAL SERVICES

Effective with vouchers submitted on or after May 6, 2009, in-house (on your office staff) paralegal services should be claimed on a *CJA 20, Appointment of and Authority to Pay Court-Appointed Counsel* or *CJA 30, Death Penalty Proceedings: Appointment and Authority to Pay Court-Appointed Counsel*.

Independent paralegal services should be submitted separately on a *CJA Form 21, Authorization and Voucher of Expert and Other Services* or *CJA 31, Death Penalty Proceedings: Ex Parte Request for Authorization and Voucher for Expert and Other Services*.

To assist you, the court has created a worksheet for services provided by paralegals (USDCNH-115, Paralegal Worksheet). This worksheet, or a facsimile thereof, should be used to report all time expended by a paralegal in connection with the appointment for which compensation is claimed. The worksheet can be found on the court's website at www.nhd.uscourts.gov / Case Processing / Frequently Used Forms / Criminal / CJA Paralegal Worksheet.

- **Compensation Rates:**

Section 3.16 of the Guidelines for the Administration of the Criminal Justice Act and Related Statutes provides in part:

For services of paralegal, ... the court shall determine a reasonable hourly compensation rate that shall not exceed the lesser of the rate paid to counsel under the Criminal Justice Act or the rate typically charged by counsel to a fee-paying client for such services. Authorizing compensation at such rates should result in greater efficiency and lower costs for the

CJA program than would occur if counsel performed and charged for these services.

Thus, the amount claimed should not exceed the actual cost to the attorney (i.e. hourly salary and reasonable, reimbursable, nonoverhead expenses) and the rate of compensation should not exceed the applicable CJA rate for the attorney's compensation. If defense counsel seeks reimbursement at or near the CJA rate for attorney compensation, they must supply supporting documentation to establish that this is less than or equal to the rate typically charged to fee paying clients.

- **Claims for in-house paralegal services submitted on a CJA 20 or CJA 30:**

Any time spent by an in-house paralegal should be included in **Box 16, "Other Expenses,"** on the **CJA 20** or **Box 17, "Other Expenses" on the CJA 30**, and identified as such on the worksheet. If the amount exceeds \$50, you should attach a copy of an internal time billing statement.

- **Claims for independent paralegal services submitted on a CJA 21 or CJA 31:**

As with other "expert" services, no prior approval is necessary if the total compensation claimed will be less than \$500 (but it is subject to subsequent review).

For those services requiring prior approval (when compensation claimed is \$500 or more), you must conventionally file an **ex parte** motion. The **ex parte** motion for paralegal services must detail the following:

- projected number of hours;
- hourly rate, (including an explanation of the special skills possessed and their application to the case, if applicable);
- the total anticipated expenditure.

- **Preparing a CJA 21 or 31 voucher for payment:**

A separate CJA 21 or CJA 31 voucher and worksheet are required for each payee.

- **Submitting your CJA 21 or 31 voucher for payment:**

When the service is finished, submit the completed voucher with completed worksheets and attachments as follows:

- *attach any explanatory materials required, i.e., the special skills possessed by the paralegal and the application of those skills to the case;*
- *attach copies of all funding or pre-authorization orders;*
- *receipts for reasonable reimbursable expenses.*

<p>NOTE: CJA 21 and 31 vouchers will be sealed upon filing unless the case has already concluded.</p>
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